

STATE OF CONNECTICUT
DEPARTMENT OF MOTOR VEHICLES
DEALERS AND REPAIRERS DIVISION
60 STATE STREET
WETHERSFIELD, CT 06161-2011



SECTION A LOCATION AND HEARING

1. Every proposed location of a motor vehicle junkyard is treated as a *new location* without previous approval from either the local authorities or the DMV, regardless of the history of the location.
2. The local authorities *must* hold a hearing on the application before it is granted, and this hearing will be scheduled within sixty-five days after receipt of an application for the hearing from the license applicant. The applicant must pay a standard fee for the hearing, plus costs of advertising and conducting the hearing. The hearing must be advertised in a local newspaper 2 times at intervals of at least 2 days, the first being not more than 15 or less than 10 days before the hearing and the second being not less than 2 days before the hearing. The applicant must attach one such advertisement to the *front* of the application in the space provided. This advertisement must be taken from the newspaper, *copies are not acceptable*.

SECTION B PERSONNEL AND EQUIPMENT

The proposed location must have a waste oil retention tank which must be vented and must have a minimum capacity of 250 gallons. The applicant must contract with an approved waste oil disposal firm for the removal of waste oil products, and such firm must certify its services in writing to the DMV, together with its compliance with applicable State Department of Environmental Protection rules. (A list of approved firms is available from DMV at the address above).

SECTION C FENCING

Each new location of a motor vehicle junkyard must be completely surrounded with a solid fence at least eight (8) feet high with a suitable gate and lock.

SECTION D PERSONAL

1. The individual applicant, or each partner or officer if the applicant is a partnership or corporation, must be a proper suitable person to obtain the license. A thorough investigation of each applicant relative to any criminal conviction will be made. Each owner, partner, or officer must have reached the age of majority.
2. The applicant must submit:
A trade name certificate, if required, showing the signature of the city or town clerk in which the applicant will do business, and, *if the applicant is a corporation*, a certificate of good standing from the Office of the Secretary of State. (A trade name certificate is required whenever a person, firm or corporation does business under a name different from the person's name or different from the names of the partners or officers).

SECTION E D.E.P. APPROVAL

A certificate of approval from the Connecticut Department of Environmental Protection must be obtained. Information is available from the DMV when application forms are initially requested.

SECTION F SITE DRAWING INSTRUCTIONS

The site drawing of the proposed location must be scaled; the minimum size would be to a scale of 1" = 40'. No pencil or sepia drawings are acceptable. Site drawing must be certified to an accuracy of a Class A-2 survey, as defined in the "Recommended Standards for Surveys and Maps in the State of Connecticut" as prepared and adopted

by the Connecticut Association of Land Surveyors, Inc. on September 3, 1984. The site drawing must show all visible features including the following:

- Name and address of the license location.
- Name and address of person by whom drawing was prepared.
- Date of preparation of drawing.
- Property for which the license is proposed; *outlined or shaded* to depict the licensed area with accurate dimension of the perimeter.
- Points of access to public roads at the highway line and at the gutter line and rights of way into or through the licensed property; with accurate dimension.
- All buildings on such property; with accurate building dimension.
- In the building(s) to be licensed; *all doors, the service area, the parts storage area, and the office* plotted to scale.
- Waste oil retention facility, showing capacity.
- Gasoline pumps, if any. (Show location and number of gasoline hoses).
- Necessary subsequent revisions and additions may be in ink or indelible pencil. Dated and signed by the applicant.
- Signature of applicant and date; *attesting that the sketch represents the actual location.*
EXAMPLE: This sketch is an accurate representation of the proposed licensed area.
- Date of approval, name, title and signature of local authority attesting to approved use of the site.
EXAMPLE: The site plan of this location has been reviewed and generally represents the approved location.

NOTE: *Local authority signature would be the Zoning Commission signature for a junk yard license application.*

SECTION G CERTIFICATES OF APPROVAL

1. The CERTIFICATE OF APPROVAL FOR PROPOSED LOCATION section on the APPLICATION FOR CONNECTICUT MOTOR VEHICLE JUNK YARD LICENSE (Form no. K-91) must be completed and signed by the local authorities in the city or town in which the location is proposed. "Local authorities" means the Zoning Commission. If there is no Zoning Commission in the municipality, approval must be obtained from the selectman, the mayor of the city, or the warden of the borough.
2. A certificate of approval of the location must be obtained from the State Department of Transportation.

SECTION H FILING OF APPLICATION AND FEES

On receipt of the completed application and supporting documents as described above, and an examination fee of \$280, the DMV will make an examination of the proposed location. *After DMV has approved the location, the applicant must submit the following:*

- License fee of \$705 (first year only).
- Fee for any registrations (marker plates) desired.
- Proof of financial responsibility (insurance) pursuant to Section 14-112, C.G.S. on Form GU-1325A or R-1325b, available from the applicant's insurer.
- Sales tax permit number which is obtained upon application to the State Tax Department.

SECTION I FEES (Examination and license fees are not refundable under any circumstance).

Examination fee (all locations)	\$280
License fee	705
License renewal fee (annual)	350
Registration fee per plate (1 per vehicle)	70
Safety fee (per plate)	5

SECTION J STATE AGENCY INFORMATION

Applications for motor vehicle junkyard licenses are processed by the Dealers and Repairers Division of the DMV at 60 State Street, Wethersfield, CT 06161-2011, Room 102, telephone (203) 566-3261. Forms and assistance are available from this office. The State Department of Revenue Services is at 92 Farmington Avenue, Hartford, CT 06105. The State Department of Environmental Protection, Oil and Chemical Unit, is in the State Office Building, 165 Capital Avenue, Hartford, CT 06106. The State Department of Transportation, Bureau of Roadside Development, is at 24 Wolcott Hill Road, Wethersfield, CT 06109.